



Seguin Police Department



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Police Officer Process

The Seguin Police Department has different phases involved in the hiring process, to which the applicant must pass each phase to continue on to the next phase. This document will serve explanation as to how the process works including requirements.

Application

The City of Seguin application can be found online at www.seguintexas.gov/human_resources/ in applications section which also has a separate tab for the Police Officer Personal History Form, the application can also be found at www.seguintexas.gov/police/ under Employment Opportunities.

Written Testing

This will consist of a written police exam which consists of the following, reading comprehension, general mathematics, logical sequence, spelling, and vocabulary. A study is available online at www.seguintexas.gov/police/ under Employment Opportunities. A minimum exam score of 70% is required to advance to the physical assessment test.

Physical Assessment

Candidates *must pass* each of the following physical assessment components:

1.5 Mile Run

The purpose of this test is to measure cardiorespiratory fitness. This is a vigorous fitness assessment; therefore individuals should successfully complete medical screening prior to test administration. The objective of the 1.5 mile run is to cover the distance as fast as possible. **The maximum allowed time for the run is 15:54 minutes.**

Procedure:

1. Applicants should not eat a heavy meal or smoke for at least 2-3 hours prior to test.
2. Applicants should perform a dynamic warm-up prior to test.
3. If possible, Applicants should have experience some practice in pacing prior to the test. Often Applicants will attempt to run too fast early in the run and become fatigued prematurely.
4. The Applicants will run 1.5 miles as fast as possible.

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5. During the administration of the test, the Applicants can be informed of their lap times. Finish times will be called out and recorded.
6. Upon test completion, a mandatory cool-down period is enforced. Applicants should walk slowly for about 5 minutes immediately after the run to prevent venous pooling.

300 Meter Run

The purpose of this test is to measure anaerobic power. **The maximum allowed time is 66 seconds.**

Procedures:

1. Dynamic warm-up should precede testing.
2. The Applicant will run $\frac{3}{4}$ of 1 lap (Inside Lane) at maximal level of effort.
3. Time used to complete distance is recorded in seconds.
4. Applicants should walk 3-5 minutes immediately following test to cool-down.

1 Minute Sit-Up Test

The purpose of this test is to measure abdominal muscular endurance. **The minimum number of sit-ups for this test is 25 sit-ups.**

Procedure:

1. The Applicant starts by lying on the back with their knees bent, feet flat on the floor, with their fingers laced and held behind their head. Applicants need to avoid pulling on the head with the hands. The buttocks must remain on the floor, with no thrusting of the hips.
2. A partner will hold the Applicants feet down firmly using their hands.
3. The Applicant then performs as many correct sit-ups as possible in 1 minute.
4. In the up position, the Applicant should touch elbows to knees and then return until the shoulder blades touch the floor. A correct sit-up will be counted each time the up position is met while maintaining proper form.
5. The counter will announce each repetition out loud. If a repetition is not counted they will state why.
6. Score is total number of correct sit-ups.
7. Any resting should be done in the up position.
8. Breathing should be as normal as possible. Exhaling on the way up and inhaling on the way down is strongly recommended. The Applicant should not hold their breath.
9. The neck remains in the neutral position.

1 Minute Push-Up Test

The purpose of this test is to measure muscular endurance of the upper body (anterior deltoid, pectoralis major, and triceps). **The minimum number of push-ups for this test is 25.**

Procedure:

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1. The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The administrator places one fist on the floor below the member's chest. If a male is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. The feet are together and cannot be braced against the wall.
2. Starting from the up position (elbows extended), the Applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Applicants then return to the up position. This is 1 repetition.
3. Resting should be done in the up position. Both hands must remain in contact with the floor at all times. No piking or arching is allowed at any time; the back must be kept straight.
4. The counter will announce each repetition out loud. If a repetition is not counted they will state why.
5. The total number of correct push-ups in 1 minute is recorded as the score.

Personal History Statement

The applicant is to complete and return the Personal History Statement (PHS) on or before the designated date. The applicant will be notified of the due date at the completion of the written and physical exams. Generally, this will be within one week after the initial testing. The applicant is 100% responsible for accurate and thorough completion of the PHS. If the PHS is returned incomplete, the applicant is required to notify Sergeant Martinez by email at pdtraining@sequintexas.gov and identify any missing documents. An example of this would be school transcripts, final divorce decrees, etc. A completed PHS is required to advance to the interview phase.

Oral Board/ Interview

The oral board or interview will be comprised of a panel of Police Officers from within the department and may include members from Administration, Patrol or Criminal Investigations Divisions. The panel will ask the applicant pre-determined questions and judge on speaking ability, problem solving ability, logical answers and truthfulness. The board will score each applicant and rank them accordingly to advance to the next phase in the process (background investigation).

Background Investigation

The PHS and application will be assigned to a Background Investigator from within the department. During this process the applicant should notify references and family that they will expect notification by phone, person or email by the investigator. This aids in the background investigation process. The applicant should be prepared for an interview or home visit by the assigned investigator. At the completion of the background investigation each will be given to the Chief of Police for review and determined if the applicant will advance in the process.

Chief's Meeting (optional)

The Chief will interview each applicant that has successfully completed the background investigation. The Chief may elect to have additional administrative

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personnel in the interview, to include the Deputy Chief of Police, Captain of Operations or any other member as indicated by the Chief of Police.

Final Evaluations Upon Receiving a Conditional Job Offer

1. Upon receiving a conditional job offer with the City of Seguin the applicant must submit to the following:
 - a. Drug Screen
 - b. Polygraph examination
 - c. Psychological examination
 - d. Medical/ physical examination
 - e. FAST fingerprinting

The City of Seguin Human Resources department will schedule the drug screen, medical and physical testing with the applicant. Sergeant Marcos Martinez will schedule the polygraph testing; psychological testing and FAST fingerprint appointment. The polygraph test is administered by the Seguin Police Department Polygrapher and will require the applicant to complete a pre-employment questionnaire prior to the examination date. The polygraph test will be administered at the Seguin Police Department.

The psychological test will be conducted a licensed, qualified professional. The applicant will be scheduled by Sergeant Martinez to arrive at the Seguin Police Department and complete a series of psychological tests to include the MMPI and other personality questionnaires. Once the applicant has completed the pre-testing for the psychological, an appointment will be made with the police psychologist. The psychological testing will also be conducted at the Seguin Police Department.

At the completion of the polygraph and psychological testing the applicant will be scheduled for fingerprinting.

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